

POSTED: July 14, 2006

TO: All Supervisors and Managers

FROM: Eduardo J. Ribas
Director, Workforce Management Office

SUBJECT: Enhancements to the DOC Jobs ONLINE (QuickHire Process)

You are being sent this email because as a supervisor, manager, or other member of the NOAA Management Team, you may need to be aware of issues affecting the management of agency resources. Notification of this enhancement is being sent to all NOAA employees (including our bargaining units) under separate cover.

The Department of Commerce (DOC) is entering the next phase of the Office of Personnel Management's (OPM's) Recruitment One-Stop (ROS) initiative and will fully integrate with OPM's USAJOBS, effective August 28, 2006. Concurrently with the integration to ROS, DOC will be upgrading our current automated hiring system, QuickHire, to the latest Internet-based version.

The issuance of vacancy announcements will be affected during the transition period, and employees applying for positions through DOC Jobs ONLINE (QuickHire) after August 25, 2006 will need to register with USAJOBS.

There are many advantages to this integration and upgrade. Under ROS, applicants will create an account with USAJOBS, store up to five résumés on the system, and maintain only one ID/Password to access and apply for any Federal vacancy posted. They may create and store up to five resumes on the system. When applicants begin applying to DOC vacancies, their applicant information will be transferred to DOC's automated hiring system where the applicants will answer the job specific questions. To applicants, this process will be seamless and much more efficient as they won't have to maintain multiple IDs and passwords.

ISSUANCE OF VACANCY ANNOUNCEMENTS:

To integrate with USAJOBS, the current vacancy announcement system will close down on Friday, August 25, 2006, at 11:59 p.m. Eastern Standard Time. The new fully integrated vacancy announcement system will start up on Monday, August 28, 2006. All vacancy announcements in the current system must close by Friday, August 25, 2006, which means they must open no later than Monday, August 14, 2006, or earlier if required by a particular bargaining agreement. It also means we will be unable to post

any announcements between August 15 and August 25, 2006. Please work closely with your servicing Workforce Management Office Advisor/Specialist to ensure that your top vacancies are in the pipeline to meet these deadlines. We will begin posting new announcements under the integrated vacancy system on Wednesday, August 30, 2006, following a two-day review of the system's enhancements.

ISSUANCE OF SELECTION CERTIFICATES:

The issuing of selection certificates will not be immediately impacted during the integration. Selecting Officials will continue to have access to certificates on-line and will receive new certificates under the current system for vacancies closing on August 25, 2006.

HOW WILL THIS CHANGE AFFECT APPLICANTS REGISTERED IN DOC JOBS ONLINE?

Effective August 28, 2006, all current DOC Jobs ONLINE applicants will need to apply for DOC vacancies through USAJOBS at <http://www.usajobs.opm.gov>. To register for the first time, applicants will go to USAJOBS and click on NEW TO USAJOBS.

All registrants in the DOC Jobs ONLINE will be sent several notifications directly from the system regarding the change, and they will be encouraged to register with USAJOBS. Information from current Quickhire accounts cannot be transferred to USAJOBS, including résumé information, but it can be copied and saved to a Word document and pasted into USAJOBS.

HOW WILL QUICKHIRE CHANGE?

During the transition period, the QuickHire software will be upgraded. A new question library will be established to eliminate duplicative questions, streamline categories and subcategories, and improve the library's user friendliness. Improvements will include the ability to search for questions and to see questions and answers in the emails sent from the system. The creation of a new question library will require the establishment of a new numbering system for the questions; however, access to the old question library will still be available through your servicing Workforce Management Office.

Managers will also be able to access the Question Library, Preview Vacancy Announcements, and utilize an On-line Certificate Review process using one website address. Under the View Certificates screen, managers will have the ability to rank applicants in order of selection and electronically report their action on the certificate (i.e., Selected, Not Selected, etc.).

In August, training materials will be available to managers and employees from their servicing Workforce Management Office Advisor/Specialist and on our website at <http://www.wfm.noaa.gov>.

If you have any questions regarding this integration with USAJOBS and/or the changes with the DOC's Jobs ONLINE, please contact your servicing Workforce Management Office Advisor/Specialist for assistance, http://www.wfm.noaa.gov/contact_lists.html.